



St. Peter's

Church of England Primary School

Love Learn Shine

Monday 8 December 2025

Dear Parents and Carers,

I am pleased to write with information about our new end of term reports and updated timings of parent consultation meetings as well as information of how to book your appointment for these meetings.

As part of our ongoing commitment to listening and responding to parental feedback, we are introducing new end-of-term written reports to provide clear information about your child's progress throughout the year. Many families told us they would welcome more regular updates, and we have worked hard to respond in a way that reflects your wishes while also being mindful of teacher workload.

We know parents value teachers who are focused on planning and delivering the very best education during the school day, including enrichment activities such as clubs, trips, and residential. By making better use of systems such as our Management Information System (MIS), which families are likely to know as 'Arbor', we aim to meet your expectations while supporting the staff who work so hard to help your children Love, Learn and Shine.

What's Changing?

This term, we are pleased to introduce the trial of short end-of-term reports. These reports will be available via Arbor, either through the Parent Portal or the Parent App, and are designed to help you prepare for forward looking discussions during our upcoming parent consultations. Our aim is to make these meetings more focused on what's next, how best to support your child, rather than simply reviewing what has already happened.

This is the first time we have used this approach. We have put thought and care into developing it, but as with any new system, there will be learning along the way. We kindly ask for your patience and understanding. Your feedback will be invaluable in helping us refine and improve this process over time. Please look out for our parent survey in early spring 2026, following the consultation meetings.

Key Dates

- Reports sent: from mid-morning Wednesday 17 December 2025
- Contact us only if not received by: 9.30am Thursday 18 December
- Individual Parent Consultation Meetings – Tuesday 13 & Thursday 15 January 2026, 3.45 – 7.15
- Appointments for Individual Parent Consultation Meetings for can be booked via Arbor from Wednesday 10 December at 6.30pm.

As we are sending over 200 reports, the process, although automated, may take some time. We have purposefully chosen the middle of the week to commence sending these so there is time to address any issues later in the week. Please only contact us if you have not received your child's report by the time stated above. Parents will then have the Christmas break to read the report ahead of the parent consultation meetings at the start of the spring term.

What to Expect

The reports are simple and focused on key information, including attendance, behaviour, attitudes to learning, and current attainment (the teacher's assessment of how well your child is doing academically compared to expected standards), to guide meaningful conversations with your child's teacher. Families will receive a similar short report at the end of the spring term, followed by our usual, more detailed end-of-year report in the summer term.

Occasionally, you may notice a blank or gap in a report. This is likely because your child has not yet studied that subject this year, as some subjects are taught in blocks. For more detailed answers to common questions, please refer to the FAQs at the end of this letter.

Parent Consultation Bookings

Parent Consultation Evenings will take place on Tuesday 13 January and Thursday 15 January 2026, from 3.45pm to 7.15pm. An equal number of appointments are available on both evenings, and all bookings are offered on a first-come, first-served basis via our online system. To ensure fairness, booking will open at 6.30pm on Wednesday 10 December 2025, deliberately scheduled in the evening and with ample notice for families.

Appointments can be booked easily through Arbor, using either the Arbor App or the parent portal. Please note that Arbor does not always reflect teachers' working days; the accompanying chart shows which teachers are available on each date. Whichever evening you choose, both teachers will be fully prepared and equally capable of discussing your child's progress in detail, ensuring a productive and supportive conversation. We encourage you to book early to secure your preferred time slot.

Class	Tuesday 13 January 2026	Thursday 15 January 2026
Wrens – Early Years	Mrs Renton	Miss Ward
Kingfishers – Year 1	Miss Ratcliffe	Miss Ratcliffe
Sparrows – Year 2	Miss Corrigan	Miss Corrigan
Owls – Year 3	Miss Ward	Mrs Henderson
Starlings – Year 4	Mrs Martin	Mrs Pywell
Hérons – Year 4&5	Miss Emsley	Mrs Robbins
Eagles – Year 5&6	Miss Henderson	Mrs Williams
Ravens – Year 5&6	Mrs Jaeger	Mrs Jaeger

We will write again at the start of January with further information with regard to which rooms staff will be on these evenings. We look forward to welcoming families to these meetings.

Need Help?

We have included a frequently asked questions (FAQ) at the of this letter which we hope is of help to families. Thank you for your continued support. If you have any questions or concerns, please email us at admin@stpeters.ycst.co.uk or call our friendly office team on 01423 569684. For non-urgent queries, email is best.

Best wishes

Mr Paul Griffiths – Headteacher

End of Term Reports Frequently Asked Questions -FAQ

1. What is Arbor and how do I access it?

Arbor is our secure online platform for school communication and reports. You can access it via the online Parent Portal via a web browser or download the Arbor Parent App from your app store. If you need help, please see the guide [here](#).

2. What if I don't receive my child's report?

Please wait until 9.30am on Thursday 18 December before contacting us. After that, email admin@stpeters.ycst.co.uk or call 01423 569684.

3. Why might my child's report have gaps or blank sections?

This usually means your child hasn't yet studied that subject this year. Some subjects are taught in blocks, so this is typical.

4. Will the reports replace the detailed end-of-year report?

No. These reports are additional and extra. They are designed to support parent consultations during the year. You will still receive a comprehensive report at the end of the summer term as we have usually done.

5. What will be in the report?

Your child's report is designed to be clear and easy to understand. It will include key information such as their attendance so far this year, behaviour merits, attitudes to learning in different subjects, and their current attainment in other words, how they are doing compared to expected standards.

Teachers base these assessments on a range of evidence, including any standardised tests your child has completed. If these tests have been used, we can share the papers and results with you during parent consultations in January, so you have a fuller picture and can have more meaningful conversations with your child's teacher. This approach helps us work together to support your child's progress and ensure they have everything they need to succeed.

6. How can I give feedback on the new format?

We'll share a short survey after Parent Consultation Week. Your feedback will help us improve the process. If you have immediate feedback that you feel cannot wait until the survey, then please do email this to admin@stpeters.ycst.co.uk.

7. Can I still see my child's teacher if I need to at other times in the year?

Yes of course. For brief messages staff collect classes each morning and are also out at the end of each day. There will be another open classroom event in the spring term and a second set of parent consultation meetings at the start of the summer term. Where children have an Individual Learning Plan (ILP) there will be further individual parent ILP meetings in spring and summer. Parents can also make an appointment as needed by emailing admin@stpeters.ycst.co.uk or by calling 01423 569684. For non-urgent contact email is the most effective and efficient method of contact.